



OFFICE USE ONLY					
Receipt Method:	<input type="checkbox"/> In Person	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	<input type="checkbox"/> Other
Receipt Disposition:	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Lt.	<input type="checkbox"/> Captain	<input type="checkbox"/> Chief	<input type="checkbox"/> Personnel File <input type="checkbox"/> ARC
Receiving Employee Name:			ID #	Date:	Time: